

Policy Title: Board Annual Planning Cycle	Policy Number: 014-JBG	Pages 1
Date: September 29 th 2022	Supersedes: September 27 th 2018	
Cross Reference: SJHH, SJHC, SJVD Administrative By-Laws (documents available on the Board portal)	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor: SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Purpose

To establish the framework to guide the annual planning cycle of the JBG.

2.0 Policy Statement

The JBG will organize its activities on an annual basis to successfully accomplish the task of governing the affairs of the JBG.

3.0 Procedure

- 3.1** The Governance Committee forms a Nominating Committee and completes a nomination report to review the JBG profile, recommending the composition of the JBG, JBG Officers and JBG Committee Chairs, Vice Chairs and membership to the JBG and JBG Committees. JBG and JBG Committee schedules are set for the upcoming year and communicated to members.
- 3.2** JBG Committees meet to consider the JBG's organization-wide goals in formulating their annual objectives and work plan.
- 3.3** All JBG Committees report their annual objectives / work plans to the JBG at its no later than November meeting.
- 3.4** JBG Committees meet as required after which they prepare a report for dissemination in the JBG package on the activities/achievements/ opportunities of the JBG, bringing motions to the JBG as required.

4.0 Policy History: February 25th 2016; September 27th 2018; September 29th 2022

5.0 Next Scheduled Review Date: September 2025

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